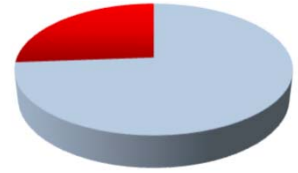


**LANCASTER COUNTY  
EXPENDITURES BY BUSINESS UNIT**

**FY19 Request**

- Salary&benefit - 74%
- Capital outlay - 0%
- Operating - 26%



<b>FUND</b>	<b>General Fund</b>	00011
<b>BU</b>	<b>County Clerk</b>	6020
<b>UPDATED</b>	<b>5/14/2018</b>	

<b>Budget Summary</b>		<b>Current Year Budget FY18</b>	<b>FY19 Budget Request</b>	<b>% Change in Budget FY18 to FY19</b>	<b>Amount Over/(Under) FY18</b>
Salaries & benefits		\$895,092	\$919,634	2.7%	
Operating & capital outlay - base		\$298,873	\$325,836	9.0%	\$26,963
<b>Total Budget</b>		<b>\$1,193,965</b>	<b>\$1,245,470</b>	<b>4.3%</b>	

<b>Object #</b>	<b>Object Description</b>	<b>Prior Year FY17 Actuals</b>	<b>Current Year Budget FY18</b>	<b>Current Year FY18 To-Date Actuals</b>	<b>Next Year FY19 Budget Request</b>	<b>% Change in Budget FY18 to FY19</b>
61110	Official's Salary	90,366	93,100	76,915	94,962	2.0%
61150	Deputy's Salary	85,849	88,446	73,070	90,216	2.0%
61210	Regular Salary	437,146	465,081	374,069	474,473	2.0%
61250	Temporary Salary	13,719	10,000	9,976	10,000	0.0%
61310	Overtime	1,050	500	936	500	0.0%
61510	FICA Contributions	45,632	48,933	38,732	50,462	3.1%
61520	Retirement Contributions	44,988	48,513	37,618	48,475	-0.1%
61530	Group Health Insurance	102,512	104,186	91,548	112,328	7.8%
61540	Group Dental Insurance	5,026	5,074	3,982	4,735	-6.7%
61650	Long-Term Disability	1,916	2,047	1,570	2,089	2.1%
61660	Post-Employment Health Program	5,060	29,212	4,010	31,394	7.5%
63110	Office Supplies	3,284	3,000	3,471	3,000	0.0%
64150	Consulting Services	0	6,000	0	6,000	0.0%
64175	Comput Softwr Maint/License	55,695	55,726	39,773	126,481	127.0%
64285	City Information Services	142,616	161,364	133,136	114,303	-29.2%
64286	VOIP Information Services	2,253	2,200	1,838	2,200	0.0%
64710	Meals	0	0	225	200	n/a
64715	Lodging	0	0	1,006	1,000	n/a
64720	Fares	0	0	424	400	n/a
64725	Mileage	158	150	96	150	0.0%
64730	Parking & Tolls	0	0	0	100	n/a
64810	Telephone - Local	288	350	264	350	0.0%
64855	Postage	9,051	8,500	5,988	8,500	0.0%
64910	Printing	1,678	2,500	3,778	2,500	0.0%
64915	Photocopying	1,846	2,500	1,836	2,500	0.0%
64925	Advertising	3,628	5,000	2,587	5,000	0.0%
65660	Memberships & Dues	79	300	515	300	0.0%
65665	Books & Subscriptions	2,439	2,300	1,465	2,300	0.0%
65670	Enrollment Fees & Tuition	334	400	3,745	900	125.0%
65845	Other Misc Fees & Services	90	0	30	0	n/a
65955	Employees' Bonds	170	0	40	0	n/a
66260	Microfilm Equipment R&M	385	300	0	300	0.0%
66520	Building Rent	48,283	48,283	40,236	49,352	2.2%
67465	Furniture & Fixtures	333	0	2,263	0	n/a
		<b>\$1,105,874</b>	<b>\$1,193,965</b>	<b>\$955,142</b>	<b>\$1,245,470</b>	<b>4.3%</b>

**LANCASTER COUNTY  
REVENUES BY BUSINESS UNIT**

<b>FUND</b>	General Fund	00011
<b>BU</b>	County Clerk	6020
<b>LAST UPDATED</b>	5/14/2018	

<b>Object #</b>	<b>Object Description</b>	<b>Prior Year FY17 Actuals</b>	<b>Current Year Budget FY18</b>	<b>Current Year FY18 To-Date Actuals</b>	<b>Next Year FY19 Budget Request</b>	<b>% Change in Budget FY18 to FY19</b>
51930	Occupation Tax	(12,500)	(15,000)	(12,300)	(15,000)	0.0%
53140	Locksmith Licenses	(60)	0	(75)	0	n/a
53510	Marriage Licenses	(54,650)	(47,500)	(38,925)	(47,500)	0.0%
55200	FEES	0	(22,400)	0	(22,400)	0.0%
55335	Publication Fee	(436)	0	(420)	0	n/a
55495	Other Miscellaneous Fees	(25,997)	0	(19,239)	0	n/a
55846	Copy Machine	(195)	0	(150)	0	n/a
58595	Other Miscellaneous Revenues	(207)	0	(21)	0	n/a
		<b>(\$94,045)</b>	<b>(\$84,900)</b>	<b>(\$71,130)</b>	<b>(\$84,900)</b>	<b>0.0%</b>

# LANCASTER COUNTY

## PERSONNEL SUMMARY FORM

2019 BUDGET

AGENCY: COUNTY CLERK

FUND:

**011**

BU:

**6020**

ORG:

CLASS CODE	CLASS TITLE	NUMBER OF POSITIONS		PAY RANGE	SALARY AMOUNTS	
		FY18 REQUESTED	FY19 REQUESTED		FY 18 REQUEST	FY 19 REQUEST
2802	RECORDS SPECIALIST II	1.00	1.00	41508 - 53167	51998	53167
2803	RECORDS SPECIALIST III	2.00	2.00	47887 - 61339	109999	109227
2804	RECORDS ADMINISTRATOR	1.00	1.00	53248 - 68205	55236	61339
2832	ACCOUNT CLERK II	1.00	0.00	35239 - 45142	45142	0
2837	PAYROLL SPECIALIST	1.00	0.00	43528 - 55756	62136	0
2840	ACCOUNTING SPECIALIST	1.00	2.00	38731 - 49612	48402	97500
2850	ACCOUNTING OPERATIONS MANAGER	1.00	1.00	65836 - 84332	82274	84332
7181	DEPUTY COUNTY CLERK	1.00	1.00	88446	88446	90216
8956	COUNTY CLERK	1.00	1.00	93100	93100	94962
2837	PAYROLL SPECIALIST	0.00	1.00	46225 - 59205	0	65979
	EXTENDED SERVICE PAY				2929	2929
<b>TOTALS</b>		10.00	10.00		639,662	659,651

BUD1

**Lancaster County  
Employee Information  
2018-19 Budget**

Department Name County Clerk

Identify the number of employees as of the beginning of the fiscal year and use what was used for budget purposes.	FY16-17 Request	FY17-18 Request	FY18-19 Request
<b>Number of Full Time Equivalents (FTE's)</b>	10.00	10.00	10.00
<b>Breakdown of FTE's:</b>			
Full Time	10.00	10.00	10.00
Part Time			
Temporary	4.00	4.00	4.00
On Call			
Positions not filled			
<b>Breakdown of Employees:</b>			
Number within pay steps of pay plan (merit plus COLA)	3.00	3.00	3.00
Number at final step or no pay plan (COLA only)	7.00	7.00	7.00
<b>Health Insurance Breakdown by Number of Employees:</b>			
Single	5.00	4.00	5.00
2/4 Party	3.00	3.00	3.00
Family	1.00	1.00	1.00
<b>Retirements:</b>			
Number of Employees		1.00	1.00
Cost of Payouts (Include Vacation and PEHP)		31,377.00	\$ 33,690.00
<b>Cost of Temporary Employees</b>	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>Overtime Costs</b>	\$ 500.00	\$ 500.00	\$ 500.00

**LANCASTER COUNTY**  
**REQUEST FOR CONTRACTUAL SERVICES & LEASES**  
**2019 BUDGET**  
**AGENCY: COUNTY CLERK**

**FUND: 011**  
**BU: 6020**  
**ORG:**

DESCRIPTION	FUTURE IMPACT	COST	
		OBJECT	AMOUNT
1. Software maintenance for Payroll system.	Provides tax updates and improvements and support for payroll system.	64175	\$33,500
2. Consulting services for HPRM records management system.		64150	\$6,000
3. License fee for HPRM records management system.		64175	\$14,016
4. Agenda Mgmt system		64175	\$6,240
5. New payroll system		64175	\$72,725

**LANCASTER COUNTY**  
**REQUEST FOR MEMBERSHIPS, SUBSCRIPTIONS, SCHOOLS, CONFERENCES**  
**2019 BUDGET**

**FUND: 011**  
**BU: 6020**  
**ORG:**

**AGENCY: COUNTY CLERK**

NAME AND POSITION	EXPLANATION AND JUSTIFICATION	BUDGET AMOUNT		
		DESCRIPTION	OBJECT CODE #	AMOUNT
Dan Nolte, County Clerk Cori Beattie, Deputy County Clerk	NACO conferences. Clerk workshop June 2018 and County Officials meetings, Dec.2018	Mileage	64725	150
		Enrollment	65670	400
Tim Genuchi, Accounting Ops Mgr	RIA Payroll Guide	Subscription	65665	1380
Dan Nolte, County Clerk	NACO County Clerk's	Dues	65660	75
Tim Genuchi, Accting Ops Mgr	1099 Tax Reporting software	Subscriptions	65665	920
Kelly Lundgren, Records Administrator	ARMA membership	Dues	65660	225
Records Specialist	TRIM conference	Meals	64710	200
		Lodging	64715	1000
		Fares	64720	400
		Parking & Tolls	64730	100
Staff	Microsoft Training	Enrollment	65670	500

Department	Division	Mandated by ...	Service	Basis of Estimate	Total Estimated Costs	Salaries & Benefits	Operating Costs	Contracted Services	Capital Outlay	Additional Staffing	Unresolved Issues	Total w/ Additional Staffing and Unresolveds Issues	Total Estimated Revenue	Non-Mandated	Unfunded Mandates
602	Records	§42-104 §33-110 (certs)	Issue/Process Marriage Licenses	Enter applicant information into State database; print documents; notarize signatures; review/complete filings upon return; follow-up with couples, officiants and/or State regarding corrections; file originals with State; issue certified copies  Records Specialist II 70% Records Specialist III 10% Records Specialist III 5% Records Administrator 3% Chief Deputy 10% County Clerk 10%	\$102,436	\$90,072	\$11,120	\$1,244				\$102,436	\$47,500		
602	Records	§23-1302 BOC/Staff  §77-1501 BOE	Attend County Board, BOE, Common and other meetings, as required	Prepare meeting agendas, minutes and related correspondence and reports; observe statutory public notices, filing and deadline requirements related to official county business; coordinate public hearings; verify accuracy and completion of official documents (signatures, dates, seals, notaries)  Records Specialist II 1% Records Specialist III 60% Records Specialist III 70% Records Administrator 2% Chief Deputy 30% County Clerk 16%	\$164,849	\$144,172	\$18,190	\$2,487				\$164,849			
602	Records	§23-1301 (BOC)  §33-110 (MLs)  §23-1309 (DD214s)	Records Management	Maintain paper (and/or electronic) records of all County Board proceedings and related documents, property valuation protests, marriage licenses, veteran discharge records (DD214s) and other miscellaneous filings; provide ERM consultation, training and troubleshooting to departments; assist in developing County RM policies and procedures; perform records research; fulfill public records requests  Records Specialist II 15% Records Specialist III 10% Records Specialist III 5% Records Administrator 92% Chief Deputy 30% County Clerk 15%	\$181,043	\$145,998	\$7,545	\$27,500				\$181,043			

Department	Division	Mandated by ...	Service	Basis of Estimate	Total Estimated Costs	Salaries & Benefits	Operating Costs	Contracted Services	Capital Outlay	Additional Staffing	Unresolved Issues	Total w/ Additional Staffing and Unresolveds Issues	Total Estimated Revenue	Non-Mandated	Unfunded Mandates
602	Records	\$77-1502	Coordinate Property Valuation Protest Process	Process/enter protest documents in database; print data/comp sheets, letters, labels and reports; create protest packets; schedule referee hearings; staff registration table; scan documents; track TERC appeals  Records Specialist III 10% Records Specialist III 10% Chief Deputy 25% County Clerk 6%	\$77,461	\$59,001	\$0	\$18,460		\$0		\$77,461			
602	Records	\$23-1301- \$23-1313  \$28-1401 (locksmith)  \$28-1421 (tobacco)  \$23-814 (AL)	General Duties	Assist customers; answer phones; open/route mail; monitor COCLERK email account; update web pages; process daily receipts; process/issue amusement, tobacco and liquor licenses, special event permits and locksmith certificates; monitor legislative issues  Records Specialist II 14% Records Specialist III 10% Records Specialist III 10% Records Administrator 3% Chief Deputy 5% County Clerk 4%	\$50,982	\$37,380	\$11,115	\$2,487				\$50,982	\$37,400		
				Total for Division	\$576,771	\$476,623	\$47,970	\$52,178	\$0	\$0	\$0	\$576,771	\$84,900		
602	Accounting	State Statute and IRS regulations	Process Accounts Payable	Process Accounts Payable: Process vouchers and produce payments for Jury Duty; Election Workers; Polling Place; General Assistance; Attorney fees; Employee Reimbursements; Suppliers; and Contractors. Process an average of 38800 payment vouchers per year. Resulting in an average 19700 payments per year. Gather information for and file 1099 forms to IRS. Provide information to Auditors for financial report.  Accounting Specialist 100%, Account Clerk II 100%, Accting Ops Mgr 35%, County Clerk 24%	\$234,791	\$215,032	\$16,650	\$3,109				\$234,791			



Department	Division	Mandated by ...	Service	Basis of Estimate	Total Estimated Costs	Salaries & Benefits	Operating Costs	Contracted Services	Capital Outlay	Additional Staffing	Unresolved Issues	Total w/ Additional Staffing and Unresolveds Issues	Total Estimated Revenue	Non-Mandated	Unfunded Mandates
602	Accounting	Federal Government, IRS and State Government Regulations	Process Lancaster County Payroll	Process Payroll: Process Personnel Action forms for all County Employees, entering changes into Payroll system. Process deductions for Taxes, Insurance, Credit Union, Child support, Garnishments, etc. Complete and file all employment tax forms including W-2s. Balance Payroll biweekly. Process and pay approximately 935 employees every two weeks. Budget & Fiscal Asst 90%, Accting Ops Mgr 55%, County Clerk 23%	\$405,207	\$200,503	\$11,007	\$193,697				\$405,207			
602	Accounting	State Statute	Calculate Tax Rates	Calculate Tax Rates for all taxing entities in Lancaster County. Accting Ops Mgr 5%, County Clerk 1%	\$6,580	\$6,580						\$6,580			
602	Accounting	Federal Employment Regulations, County Personnel Rules	Process County Clerk's Payroll.	Enter Personnel Actions forms for County Clerk's office. Process new hire paper work for County Clerk employees. Time entry for County Clerk's office. Budget & Fiscal Asst 10%, County Clerk 1%	\$15,064	\$13,839	\$1,225					\$15,064			
602	Accounting	State statute, County Board	Budget Prep	Prepare Budget for County Clerk's office. Accting Ops Mgr 5%, County Clerk 1%	\$7,057	\$7,057						\$7,057			
				Total for Division	\$668,699	\$443,011	\$28,882	\$196,806	\$0	\$0	\$0	\$668,699			
				Total for Agency	\$ 1,245,470	\$ 919,634	\$ 76,852	\$ 248,984	\$ -	\$ -	\$ -	\$ 1,245,470	\$ 84,900		